

**Urban &  
Community  
Forestry  
Tree Management  
Grant Application  
2016**



*The mission of the Arkansas Forestry Commission is to protect Arkansas's forests, and those who enjoy them, from wildland fire and natural hazards while promoting rural and urban forest health, stewardship, development, and conservation for all generations of Arkansans.*

*Funds for this project were provided by the USDA Forest Service Urban and Community Forestry Grant Program and administered by the Arkansas Forestry Commission.*

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## **INTRODUCTION**

The Arkansas Forestry Commission Urban and Community Forestry Program has a wide range of personnel, resources, and programs available to assist local groups and government entities in managing their community's natural resources. Grants are awarded to encourage local government and citizen involvement in creating and supporting sustainable urban and community forestry programs. The grants are funded through U&CF#**14-DG-11083105-004**.

## **BACKGROUND**

In 1990, Congress expanded the Forestry Title of the Farm Bill to include authorization for the U&CF Financial Assistance Program (CDA#10.664). The Farm Bill has since been renewed to allow the Secretary of the USDA to provide financial, technical, and related assistance through state foresters or equivalent state officials. The purpose is to encourage states to implement a program of education and technical assistance for urban and community forestry resources. The National Urban and Community Forestry Program is authorized by Section 9 (c), Urban and Community Forestry Assistance, of the Cooperative Forestry Assistance Act of 1978 as amended, PL 95-313.

## **PROGRAM OBJECTIVES**

Arkansas Forestry Commission objectives are to:

- \* Promote the importance of tree management planning to ensure communities maintain sustainable forest for community health.
- \* Enhance the technical skills of individuals involved in the planning, development and maintenance of urban & community forests through the use of green development.
- \* Promote the restoration of green space with low impact development projects
- \* Broaden the public's understanding of tree cover benefits through demonstration projects.
- \* Provide educational programs & technical assistance to state & local organizations.
- \* Expand existing research.
- \* Promote volunteerism and involvement of nonprofit organizations in implementing urban and community forestry programs.
- \* Develop productive urban landscapes to improve water and air quality, conserve energy, reduce the heat island effect and provide a wide range of social, economic and environmental benefits.

National Performance Measures are:

1. Management Plans: Communities that have active urban and community tree and forest management plans, developed from professionally-based resource assessments/inventories.
2. Professional Staff: Communities relying on the services of individuals who have one or more of the following credentials, and who are directly employed or retained through written agreement to advise and/or assist in the planting, protection, and maintenance of urban and community trees and forests:
  - Degree in forestry or related field.
  - International Society of Arboriculture certified arborist or equivalent professional certification.
  - Four or more years' experience in urban forestry management.
3. Ordinances/Policies: Communities that have adopted and can present documentation of local/statewide ordinances or policies that focus on planting, protecting and maintaining their urban and community trees and forests.
4. Advocacy/Advisory Organizations: Communities with active tree boards, commissions, or non-profit organizations that are formalized or chartered to advise/advocate for the planting, protection and maintenance of urban and community trees and forests.

Communities who incorporate these measures into tree management programs will have the foundation needed to sustain their community forests.

## **ELIGIBLE RECIPIENTS**

Eligible recipients include state and local governments, non-profit organizations [501 (c) 3], and educational institutions.

**Only those organizations that can complete a project by August 15, 2016 are eligible.**

**Tree planting grants are required to be completed by April 1, 2016.**

## **FUND AVAILABILITY and COST-SHARE REQUIREMENTS**

The federal share of any project will not exceed 50% of the total expenditures for the project (**50-50 match**). The non-federal match may be cash, services or in-kind contributions (services or in-kind contributions must be assigned fair market value). The 50% match is the minimum amount required. The allowable grant request for local program development has a maximum limit of **\$15,000** and tree planting grants have a maximum limit of **\$2,000**. The Grant Review Committee may waive the maximum allowable grant award for an exceptional proposal.

The federal cost-share portion of the project may not be matched by federal monies from any source. This program is not to be used to replace existing funds and is to be used for projects not currently funded. Projects with proposed local over-match may receive preference points.

## ELIGIBLE PROPOSALS

Proposal categories should include development or improvement of local government tree management programs and/or local advocacy organizations and information/educational initiatives. Examples of eligible projects include:

**Tree Management Plan** – Projects related to the development of comprehensive master plans for community and urban forest management will be funded. Examples of such projects include plans for community tree maintenance along streets and in parks. Incorporate strategies to address urban forests impacted or threatened by pests, invasives and natural disasters.

**Tree Board or Shade Tree Commission Development** – Projects to organize a new tree board or commission to develop or administer an urban forestry program will be funded. The new tree board or commission should be charged by ordinance to act on behalf of the city or town in coordination with the community's urban forestry program. Grant funds will cover training, development of written materials, tools, supplies and creating budgeting options such as a commemorative tree planting program.

**Public Tree Ordinance** - Projects to develop or revise a municipal tree ordinance will be eligible. This includes hiring a consultant to assist with ordinance development. The ordinance should address the establishment of municipal authority over public trees; assign responsibility to a public department, individual position, or established tree board or commission; and/or set maintenance and management standards.

**Tree Inventories and Resource Assessments** - Projects designed to inventory public trees on streets, in parks, on school campuses, etc. will be funded. The purchase of inventory software and supplies can be included. Performing an analysis using a standard survey or statistically-based sampling tool that quantifies the environmental services provided by a community's forest would qualify. Municipal and county governments may apply in this category as well as public colleges and universities.

**Hiring City Forester/Arborist/Horticulturist** – Local governments can apply for funding to assist in staff support for urban forestry activities. A full-time city forester (or comparable position) could be hired or contracted on a part-time basis to develop a tree management program which would include planting and maintenance, organizing volunteers, recruiting sponsors and developing projects to help fund programs. Communities can share a city forester with a combined grant application.

**Non-Profit Organization Staffing** – Non-profit organizations promoting urban forestry sustainability may apply for funds to hire part-time staff personnel to assist with administration, program development, volunteer coordination, etc. These funds should be viewed as start-up funds and not be relied on in subsequent grant cycles for continuation of the position.

**Green Infrastructure Planning** – Projects related to the planning and development of community greenways is eligible for funding. Grant funding may be applied to corridor and resource assessment, to identify the networks of natural and working lands that support the biological, cultural, and economic vitality of a region. Communities can apply jointly to develop regional greenways.

**Conferences, Seminars, Workshops, Scholarships** – Organizations may apply for funds to assist with the planning and implementation of a workshop that has an urban forestry focus. Grant funds can support printed materials, speakers, publicity, and administration. Funds can also be used to provide scholarships for attendees as well as attending other urban forestry seminars.

**Publications and Education** - Programs which develop publications videos, web sites, or demonstrate new urban forestry technology and increase the public awareness and understanding of the benefits of urban forest are eligible for funding. Tree identification labels along trails or in parks to help teach about trees would qualify as well.

**Demonstration/Research Projects** – Projects which demonstrate good urban forestry practices are eligible for funding. Examples of acceptable projects in this category include establishing riparian buffers, energy conservation plantings, wood utilization, etc. Projects that quantify the value of the urban forest in terms of energy savings, minimization of storm water runoff (<http://www.itreetools.org/hydro/index.php>), increase in property values, impact on economic development, etc. will be eligible for funding.

**Storm Reforestation Projects** - Restoration/maintenance projects for communities that have sustained damage from severe storms, i.e. wind and ice damage are eligible. Incorporate strategies to address urban forests impacted or threatened by pests, invasives and natural disasters.

**Tree Planting Projects** – Projects that promote the environmental, social and economic benefits for the community will qualify. These types of projects include: installing bioswales and raingardens with trees, retrofitting parking spaces with tree planter islands, restoring streamside buffers and increasing the tree canopy along streets and in parks.

**FUNDING EVALUATION CRITERIA**

The following will be utilized by the Arkansas Forestry Commission and the Grant Review Committee of the Arkansas Urban Community Forestry Council to rank applications for funding recommendation.

<u>Points</u>	
<b>(30%) Program Improvement.....</b>	<b>up to 25</b>
<b>(Consistent with program objectives)</b>	
<b>(30%) Type of Project.....</b>	<b>up to 25</b>
<b>(15%)Local community support.....</b>	<b>up to 15</b>
<b>(15%) Detail to personnel, timelines and budget.....</b>	<b>up to 20</b>
<b>(10%) Grant Preparation.....</b>	<b>up to 15</b>
<b>Tree City USA.....</b>	<b>5 points</b>

## NARRATIVE

Attach a narrative (no more than 3 pages) that is concise and answers ONLY the following:

- Name of organization, type of project, and how funds will be used and how it will be matched.
- Describe in detail the proposed project and how it will be implemented.
- What is the extent of the existing tree management program within the community and how will this grant improve it?
- What are the future plans to insure the project is a success?
- How will this project improve the Tree City USA or Tree Campus USA program?
- How will the project incorporate the AFC objectives into the program?
- Who will participate and what are their roles in the project?
- What are the educational components to the project?
- Provide 3 bids for the trees to be planted and describe (see bid form):
  - Who will plant them
  - Where will they be planted
  - Who will care for them
- What is the proposed time frame for the project including follow-up care for the trees?
- Is there additional information that helps describe the proposed project?

## FEDERAL REGULATIONS

Sub-recipients of federal grant funds must comply with the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* published by the federal Office of Management and Budget (OMB). These regulations apply to **all** entities receiving federal awards or sub-awards.

The *Uniform Guidance* is consolidated in the Code of Federal Regulations (CFR), Title 2, Part 200, Subparts A through F and appendices. These regulations, referred to collectively as “2 CFR 200”. They can be viewed in their entirety at [www.ecfr.gov](http://www.ecfr.gov). Select “Title 2 – Grants and Agreements,” and then “Parts 200-299 – Office of Management and Budget Guidance.” Recipients must comply with all federal regulations concerning federal grants.

Recipients must not be suspended or debarred from receiving federal assistance, nor can they conduct business with suspended or debarred individuals or concerns in the completion of a funded

project. To verify eligibility for participation with regard to suspension or debarment you may visit [www.sam.gov](http://www.sam.gov).

Federal forms required for funding:

- Standard Form 424 (Application for Federal Assistance)
- Standard Form 424A (Budget Information – Non-Construction Programs)
- Standard Form 424B (Assurances – Non-Construction Programs)
- Form AD-1047 (Certification Regarding Debarment, etc.)
- Form AD-1049 (Certification Regarding Drug-Free Workplace Requirements)
- Certification for Lobbying, Contracts, Grants, Loans and Cooperative Agreements

These forms are available on the US Government website at:  
[http://www.na.fs.fed.us/fap/fap\\_forms.shtml](http://www.na.fs.fed.us/fap/fap_forms.shtml).

## ACCOUNTING

Records will be maintained according to all state and federal purchasing regulations.

The accounting system of recipients shall meet the following standards:

- Records shall comply with generally accepted accounting principles
- Records will document allowable costs with source documentation (including but not limited to): canceled checks (front and back), paid bills, payrolls, contracts, donation receipts, etc.
- Invoices must be marked paid and how paid;
- Records will be kept 3 years following final payment.

## APPLICATION CHECKLIST

Complete all the forms and arrange your application in the order listed.

1. Cover page with name of community, project, and date
2. Application form
3. Narrative
4. Budget proposal form
5. Tree planting information form (if a tree planting proposal)
6. Bids for equipment, trees, consultants, etc.
7. Maps, sketches, informational material, etc.
8. Letters of support
9. Federal forms (see above)
10. Any other pertinent documentation

Mail (**faxes not acceptable**) the **original and three (3) copies** (do not place in 3-ring binders) of the application to:

Arkansas Forestry Commission  
2752 North Garland Ave.  
Fayetteville, AR 72704  
Attn: Patti Erwin



## TIME TABLE

Grant application period...December 14, 2015 – February 9, 2016 **4:30 P.M.**

Grant review.....February 10, 2016 – February 19, 2016

Grant award date.....February 24, 2016 (projected)

**Project completion and reimbursement documentation deadline is  
August 31, 2016 or April 1 for tree planting projects.**

## DISBURSEMENT of FUNDS

Recipients may request reimbursement upon project completion & AFC inspection by submitting documented records of invoices, canceled checks, time sheets, donated labor & equipment sheets, cash match and final budget sheet. Also include a letter stating the accomplishments of the project (did the project accomplish its stated goals?) and the amount requested for reimbursement.

Unutilized funds may be granted at the discretion of the Arkansas Forestry Commission.

## TECHNICAL ASSISTANCE

Technical assistance in developing proposals is available to all applicants through the Arkansas Forestry Commission. Contact Patti Erwin at (479) 442-4963 or (479) 422-0900, fax: (479) 587-1442, email: [patti.erwin@arkansas.gov](mailto:patti.erwin@arkansas.gov) or Alison Litchy at (501) 580-9609, email: [alison.litchy@arkansas.gov](mailto:alison.litchy@arkansas.gov) for further assistance.

APPLICATION FORM

ARKANSAS FORESTRY COMMISSION

URBAN & COMMUNITY FORESTRY ASSISTANCE GRANT

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact person(s): \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email address(s): \_\_\_\_\_

Federal Employer ID No. (FEIN): \_\_\_\_\_

Brief description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project timetable: \_\_\_\_\_

Federal Cost-Share requested: \$\_\_\_\_\_

Non-federal share: \$\_\_\_\_\_

Projected total expenditures: \$\_\_\_\_\_

\*Any printed material will have prior approval by AFC and will contain a statement to the effect that funding was made possible by a grant from the USFS and the AFC. Printed material must also contain a non-discrimination statement.

\_\_\_\_\_  
(Signature of Authorized Contact Person)

\_\_\_\_\_  
(Date)

## TREE PLANTING INFORMATION

(1) SPECIES \_\_\_\_\_ SIZE \_\_\_\_\_  
NUMBER \_\_\_\_\_ COST per TREE \_\_\_\_\_ TOTAL COST \_\_\_\_\_

(2) SPECIES \_\_\_\_\_ SIZE \_\_\_\_\_  
NUMBER \_\_\_\_\_ COST per TREE \_\_\_\_\_ TOTAL COST \_\_\_\_\_

(3) SPECIES \_\_\_\_\_ SIZE \_\_\_\_\_  
NUMBER \_\_\_\_\_ COST per TREE \_\_\_\_\_ TOTAL COST \_\_\_\_\_

(4) SPECIES \_\_\_\_\_ SIZE \_\_\_\_\_  
NUMBER \_\_\_\_\_ COST per TREE \_\_\_\_\_ TOTAL COST \_\_\_\_\_

(5) SPECIES \_\_\_\_\_ SIZE \_\_\_\_\_  
NUMBER \_\_\_\_\_ COST per TREE \_\_\_\_\_ TOTAL COST \_\_\_\_\_

(6) SPECIES \_\_\_\_\_ SIZE \_\_\_\_\_  
NUMBER \_\_\_\_\_ COST per TREE \_\_\_\_\_ TOTAL COST \_\_\_\_\_

(7) SPECIES \_\_\_\_\_ SIZE \_\_\_\_\_  
NUMBER \_\_\_\_\_ COST per TREE \_\_\_\_\_ TOTAL COST \_\_\_\_\_

(8) SPECIES \_\_\_\_\_ SIZE \_\_\_\_\_  
NUMBER \_\_\_\_\_ COST per TREE \_\_\_\_\_ TOTAL COST \_\_\_\_\_

(9) SPECIES \_\_\_\_\_ SIZE \_\_\_\_\_  
NUMBER \_\_\_\_\_ COST per TREE \_\_\_\_\_ TOTAL COST \_\_\_\_\_

(10) SPECIES \_\_\_\_\_ SIZE \_\_\_\_\_  
NUMBER \_\_\_\_\_ COST per TREE \_\_\_\_\_ TOTAL COST \_\_\_\_\_

SIZE = CALIPER, HEIGHT, CONTAINER SIZE, ETC.

If more than ten (10) species are being planted, furnish above information on each additional species.

**NOTE:** Trees should be planted in fall and early winter

**DETAILED PROJECT BUDGET PROPOSAL**

Categories	Federal Grant	Non-Federal Match		Total
		Cash	In-kind	
Personnel (include fringe benefits)				
Equipment				
Supplies				
Other				
TOTALS				

## Tree Planting Requirements

### **Part (A) – Tree Planting**

All tree planting projects must follow the specifications given here:

**Time of Year** - The ideal time to plant a tree is when it is in a dormant condition, either in early spring before bud-break, or in the fall, after leaves have dropped. Weather conditions at these times are generally cool, and allow plants to establish new roots prior to having to endure the hot, dry conditions of summer.

**Location** – Consider site restrictions (such as available growing space, soil type, pavement, overhead or underground utilities, etc.) Visualize what this tree will look like in 20 years. Before you begin planting your tree, be sure you have had all underground utilities located prior to digging the hole. Call your local utility services at least 1 week prior to digging.

**Tree selection** – Carefully inspect trees and only purchase those that have a strong stem and no physical damage. Avoid trees with circling roots, severe pruning cuts, dead bark or signs of insects and disease.

**Site preparation** – Dig a space approximately three times the diameter of the root ball, and only as deep as the root ball. Amending soil is not necessary unless planting in disturbed sites or poor soil quality. Break up compacted soil on sides of the hole, and leave bottom firm.

**Tree preparation** – 1) Identify trunk flare - The trunk flare is the part of the trunk where the roots spread out at the base of the tree. This point should be visible after the tree has been planted. If the trunk flare is not visible, you may have to remove some soil from the top of the root ball prior to planting the tree. 2) Cut away strings and burlap or plastic from around the trunk. If tree is container grown, cut and remove container.

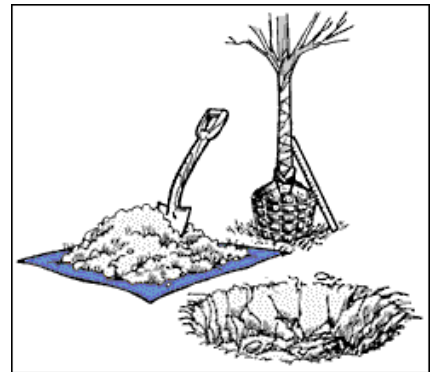
**Tree placement** – Lift tree into planting space by the root ball, not the trunk. Ensure tree is at proper depth and never plant too deep. Trunk flare and top of root ball should be at grade. Balance tree upright at center of planting space. Pull back burlap as much as possible without removing soil from the root ball.

**Fill with soil** – Fill the hole while watering, periodically pausing to gently tamp base, to ensure the tree is firmly setting in the planting space. Finish filling soil just below the trunk flare.

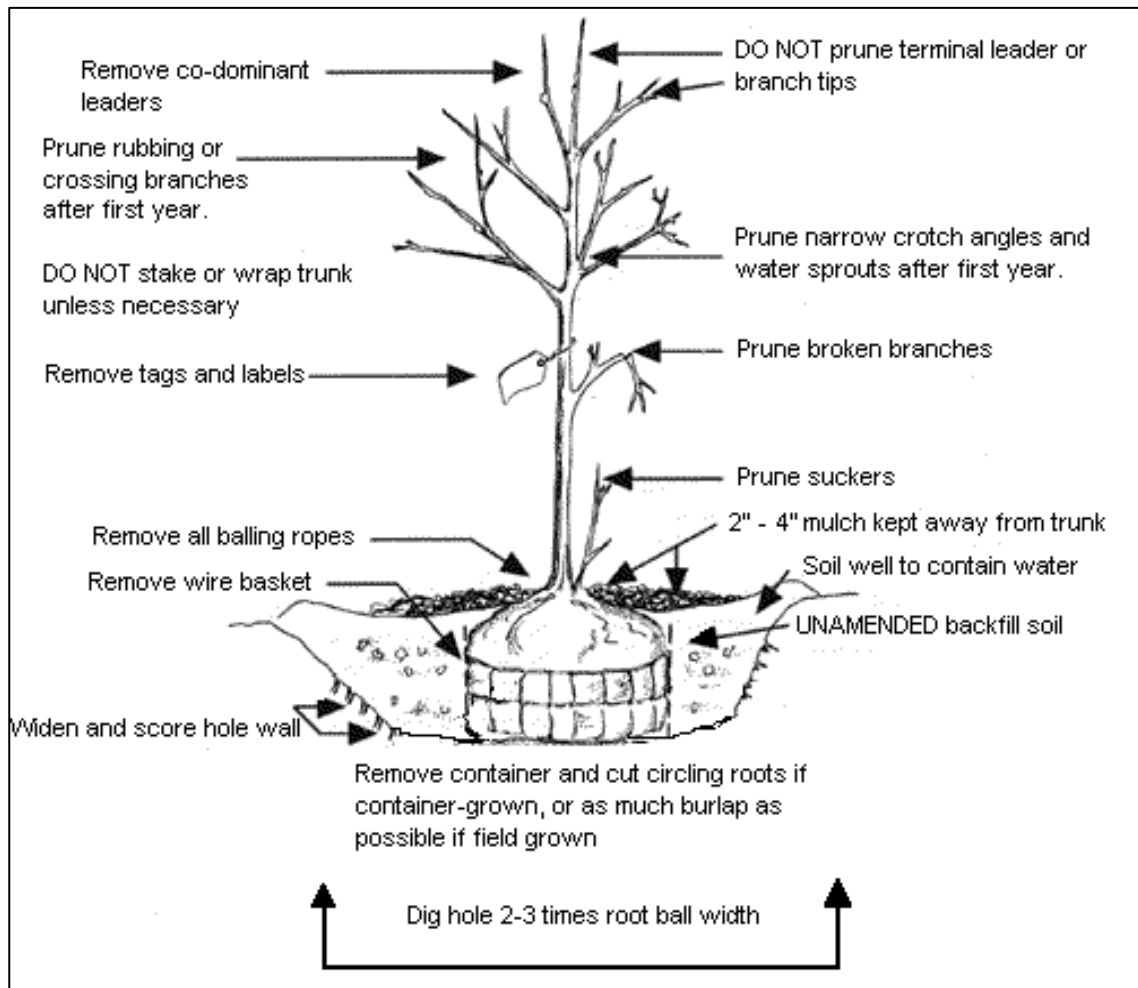
**Mulch** – Mulch lightly and evenly with about 2 - 3 inches of organic material such as wood chips or similar composted material. Leave a 3-inch space of bare soil around the trunk.

**Only stake if necessary** - Trees will establish more quickly and develop stronger trunk and root systems if they are not staked at the time of planting. However, protective staking may be required on sites where equipment damage, vandalism or windy conditions are concerns. A wide, flexible tying material should be used to avoid injuring trunk and allow the tree to move or sway. Staking and ties should be removed after one year.

**After Care** – Do not fertilize at planting time. Water regularly throughout the first growing season (about once a week unless significant rainfall is received), but do not overwater. Keep lawn mowers and string trimmers away from tree to avoid wounding bark. Only prune dead or injured branches at time of planting. Do not plant flowers or cultivate soil directly under tree.



**Long term maintenance** – Have a 3-year annual inspection program to replace mulch, provide small tree training (light pruning cuts), and check for signs of stress, insects, disease, or vandalism. Keep trunk area free and clear of weeds and other competing vegetation.



## **Part (B) – Project Inspection Form**

Once The Grant Project is completed, the Grantee must contact AFC urban forestry personnel to schedule a final project inspection. The inspection will verify that all required work has been completed and performed in accordance with state and program specifications. The Project Inspection Form must be completed by AFC urban forestry personnel or duly designated AFC representative. Upon completion and

submittal of the Project Inspection Form, a final payment of grant agreement funds is made to the Grantee. If the project is not inspected and approved by AFC designated personnel, or deficiencies are found during inspection and not corrected, funds may be withheld from the Grantee. Please follow this link for your regional urban forester contact:

[http://forestry.arkansas.gov/Services/CommunityForestry/Documents/Comm\\_For\\_Dis\\_Map\\_2012.pdf](http://forestry.arkansas.gov/Services/CommunityForestry/Documents/Comm_For_Dis_Map_2012.pdf)

The following forms can be copied and used throughout the project if applicable.



ARKANSAS FORESTRY COMMISSION  
Urban & Community Forestry Grant  
Reimbursement Summary Sheet  
Value of Donated Equipment

Project Number: UCFTreeManagement1416

Donor(s):

Date of Donation	Type & Size of Equipment	Total Hours Of Use	Hourly Rate	Value of Donation*	Signature of Equipment Operator

Total Value of Donation.....

\_\_\_\_\_  
Verifying Official's Signature

\_\_\_\_\_  
Date

\* Hours of Use X Hourly Rate

ARKANSAS FORESTRY COMMISSION  
Urban & Community Forestry Grant  
Value of Donated Labor  
Individual Time Sheet

Project Name: UCF1416			
Name of Person Contributing Donated Time		Type Of Work Performed	
<b>Hourly Rate - Based On:</b> A person donating their time to a project will be paid as a volunteer (AR rate \$21.36/hr) unless they are professionally skilled in the work they are performing on the project (i.e. landscape architect preparing design plans). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project.			
Date	Number of hours worked	Hourly rate	Total

Total Value of Donation \_\_\_\_\_

\_\_\_\_\_  
Signature of person donating time Date

## Project Name: UCF1416

### Total Value of Donation

Date \_\_\_\_\_